

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 50

December 1, 2009

SUBJECT: VICE REPORT, FORM NO. 03.18.00 - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order revises Vice Report, Form No. 03.18.00, to meet the current needs of Detective Support and Vice Division (DSVD) and the COMPSTAT Unit, and to create a more user-friendly form that will allow vice officers to accurately document vice activities.

PROCEDURE:

I. VICE REPORT, FORM NO. 03.18.00 - REVISED.

A. Use of Form. This section remains unchanged.

B. Completion - General. The Vice Report shall be completed in the following manner:

- * When the Vice Report is used to report vice conditions outside the City, but within Los Angeles County, the word "Outside" shall be substituted for "Area" and shall also be written above the Division of Records (DR) number. The Commanding Officer, Detective Support and Vice Division, shall forward the vice information to the concerned law enforcement agency(s);
- * When requesting a "Vice Report, Form No. 03.18.00, DR Number" from the Vice Enforcement Coordinator's Aide, Detective Support and Vice Division, the requestor's name, serial number, unit of assignment, the type of violation, and the location of the occurrence shall be provided. Investigating officers shall notify their respective Bureau Vice Coordinator and Investigative Support Detail (ISD) prior to requesting a DR number; and,
- * The investigation may not exceed a 30-day period, unless approval is obtained from the respective bureau coordinator. The investigation may be closed prior to the 30-day period with the Area vice supervisor's approval.

The remainder of this section is unchanged.

C. Completion - When Used as an Investigation Continued to Original Vice Report, Form No. 03.18.00, Department Manual Section 5/03.18.00-12.

When a vice investigation is not closed out within 30 days after being reported, investigating officers shall:

- * Complete an additional Vice Report every 30 days thereafter. An additional Vice Report shall be completed until the case is closed out.

The following "Note" replaces the current "Note" for this section in the Department Manual:

Note: The investigating officer needs to complete only the lower portion of the face sheet, including the number of investigations, arrests, date, type of report (Follow-up or Close Out), and arrestee information.

- * List the date, time, and day of the week of each investigation at the concerned locations (the verbiage "and the work hours expended on each vice investigation" has been deleted from this paragraph) during the preceding 30 days in the chronological log portion of the report;
- * Complete the appropriate number of field investigations (i.e., undercover operations, stakeouts, interview of witnesses, etc.) as determined by the Area vice supervisor (the verbiage "minimum of eight field investigations," as well as "for each 30-day period" have been deleted from this paragraph); and,
- * When known, identify all of the suspects and record pertinent information about them in the chronological log, including the name, charge and booking or Non-Traffic Notice to Appear number for those arrested.

The remainder of this section is unchanged.

D. Completion of Vice Report, Form No. 03.18.00 (Follow-Up), When Abatement Proceedings are Initiated, Department Manual Section 5/03.18.00-13.

When a vice complaint reported on a Vice Report results in the initiation of an abatement proceeding, the investigating officer shall immediately complete

a Vice Report (Closeout), using the "abatement" justification category stating, "closed pending abatement" in the narrative.

The following will be deleted from this section:

"Vice Reports shall be completed quarterly from the date initiated until the case is concluded" **will be deleted from this section.**

"Upon conclusion of abatement proceedings, complete a Vice Report (Follow-Up) summarizing the final results of the proceedings" **will be deleted from this section.**

"**Note:** No number of minimum investigations are required during abatement proceedings" **will be deleted from this section.**

The remainder of this section is unchanged.

E. Completion - When Status of the Case is "Closeout," Department Manual Section 5/03.18.00-14.

When the status of the case is "Closeout," the Vice Report shall contain:

- * The identity of all known suspects and the name, charge and booking or Non-Traffic Notice to Appear numbers for anyone arrested;
- * When the complainant(s) is reinterviewed, the name and address of the complainant and any statements made by the complainant should be documented;
- * A brief summary of the entire investigation in the "narrative" portion of the report, and a short justification for closing the case;
- * If the investigation determines that there is an animal blood sport crime involved, the investigation should be closed out as "other" and the investigator should notify the Animal Cruelty Task Force; and,
- * The total number of investigations conducted (the verbiage "and work hours expended" has been deleted from this paragraph).

The remainder of this section is unchanged.

- F. Completion of Abbreviated Vice Report, Form No. 03.18.00 (Follow-Up). When used to Document Vice Investigations at Locations Where Chronic Vice Conditions Exist (Master 03.18.00), Department Manual Section 5/03.18.00-15.

The abbreviated reporting procedure may be used only on the "Narrative" portion of the Vice Report, (Follow-Up), and not on the original of the Vice Report reporting the condition.

Officers who desire to use the abbreviated Vice Report, (Follow-Up), reporting procedure shall:

- * Enter brief investigation results under the heading "Narrative"; and,
- * Report the number of arrests and investigations worked at the complained-of location.

The remainder of this section is unchanged.

II. DISTRIBUTION.

- A. Distribution - General, Department Manual Section 5/03.18.00-80.

- 2 - Copies, commanding officer, Area of occurrence.
- 1 - Copy, commanding officer, concerned operations bureau.
- 1 - Original(s), Commanding Officer, Detective Support and Vice Division.
- 1 - Copy, Commanding Officer, Detective Bureau.
- 5 - TOTAL

- B. Distribution - "Outside," Department Manual Section 5/03.18.00-82.

- 2 - Original(s), Commanding Officer, Detective Support and Vice Division.
- 1 - Copy, commanding officer, concerned operations bureau.

1 - Copy, Commanding Officer, Detective Bureau.

4 - TOTAL

**C. Distribution - When Used as an Investigation Continued
or Closeout, Department Manual Section 5/03.18.00-84.**

1 - Copy, Commanding Officer, Detective Bureau.

1 - Copy, commanding officer, concerned operations
bureau.

1 - Original(s), Commanding Officer, Detective Support
and Vice Division.

1 - Copy, commanding officer, Area of occurrence.

4 - TOTAL

FORMS AVAILABILITY: The Vice Report, Form No. 03.18.00, is available on the Department's LAPD Forms and is attached for immediate use and duplication. Old forms shall be marked "obsolete" and placed in the divisional recycling bin.

AMENDMENT: This Order amends Department Manual Section 5/03.18.00.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

**Los Angeles Police Department
VICE REPORT**

03.18.00 (12/09)

| | | | | | |
|---|--|---|---|--|---|
| <input type="checkbox"/> ORIGINAL <input type="checkbox"/> INVESTIGATION CONT. <input type="checkbox"/> CLOSE OUT <input type="checkbox"/> MASTER | | | | VICE DR NO. _____ | |
| <input type="checkbox"/> POLICE <input type="checkbox"/> ANONYMOUS <input type="checkbox"/> CITIZEN | DATE AND TIME THIS REPORT HOURS _____ | VICE INVESTIGATOR ASSIGNED/REPORTING | SERIAL NO. | PHONE NO. | ASSIGNMENT |
| LOCATION OF OCCURRENCE (ADDRESS, UNIT NUMBER, NAME IF APPLICABLE) | | | TYPE OF STRUCTURE | R.D. | BUREAU |
| PERSON REPORTING | | DOB | CONTACT ADDRESS | | PHONE NO. |
| TYPE OF ACTIVITY | | | | | |
| <input type="checkbox"/> PROSTITUTION <input type="checkbox"/> LEWD CONDUCT <input type="checkbox"/> ABC <input type="checkbox"/> PIRACY <input type="checkbox"/> GAMBLING <input type="checkbox"/> OTHER | | | | | |
| BRIEF DESCRIPTION OF VICE ACTIVITY AND ANY ADDITIONAL INFORMATION | | | | | |
| SUSPECTS (NAME, JR, SR, ETC., AKA, DESCRIPTION, DOB, PHONE NO.) 1 _____ 2 _____ | | | | | |
| TIME OF ACTIVITY HOURS _____ | DAY OF WEEK _____ | <input type="checkbox"/> SUSPECT(S) ARMED HOW? _____ | | | |
| VEHICLE USED (YEAR, MAKE, MODEL, TYPE, COLOR, LICENSE NUMBER, STATE, ETC.) | | | AREA VICE SUPERVISOR REVIEWING NAME _____ SERIAL NO. _____ | | |
| INVESTIGATOR'S CHECKLIST CONTACT ISD WHEN INITIATING AN INVESTIGATION | | | | | |
| <input type="checkbox"/> ISD/CLEAR INITIALS: _____ CONTACT PERSON: _____ DATE: _____ | | <input type="checkbox"/> RESIDENCE INFORMATION <input type="checkbox"/> PROBATION OR PAROLE <input type="checkbox"/> CRIMINAL RECORDS _____ <div style="text-align: right; font-size: small;">Main / LA or CII NO.</div> | | <input type="checkbox"/> DMV <input type="checkbox"/> WARRANT CHECK <input type="checkbox"/> BUREAU VICE COORDINATOR NOTIFIED SERIAL NO. _____ DATE: _____ | |
| <input type="checkbox"/> PRIOR AND/OR CONNECTED 03.18.00(S) OR OTHER DR NUMBERS: _____ | | | | | |
| DSVD PERSONNEL ISSUING DR NUMBER (NAME): _____ SERIAL NO. _____ DATE: _____ | | | | | |
| COMPLETE BELOW AREA FOR FOLLOW-UP AND CLOSE OUT REPORTS ONLY | | | | | |
| CLOSED BY: <input type="checkbox"/> ARREST <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> ABATEMENT <input type="checkbox"/> OTHER | | | | | |
| SUMMARY OF RESULTS | NO. OF ARRESTEES | SEARCH WARRANT | | DATE OF FOLLOW-UP/CLOSE OUT REPORT _____ | |
| | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | |
| TOTAL NUMBER OF INVESTIGATIONS: _____ | | PERSON REPORTING NOTIFIED OF RESULTS <input type="checkbox"/> YES <input type="checkbox"/> NO | | BY (NAME/SERIAL NO.): _____ DATE: _____ | |
| <input type="checkbox"/> ANIMAL BLOOD SPORT CRIME INVOLVED <input type="checkbox"/> ANIMAL CRUELTY TASK FORCE NOTIFIED | | | | | |
| SUPERVISOR APPROVING | | SERIAL NO. | DATE | AREA | AREA COMMANDING OFFICER APPROVAL (Signature) _____ DATE _____ |
| BUREAU VICE COORDINATOR NOTIFIED OF FOLLOW-UP OR CLOSE OUT NAME: _____ DATE: _____ SERIAL NO. _____ | | | | | |

THIS FORM AND THE INFORMATION HEREON IS CONFIDENTIAL AND SHALL NOT BE RELEASED

☐ ORIGINAL☐ INVESTIGATION CONT.☐ CLOSE OUT☐ MASTER

VICE DR NO.

TYPE OF ACTIVITY:

AREA

LOCATION:

VICE INVESTIGATOR ASSIGNED/REPORTING

SERIAL NO.

CHRONO LOG

(Include Date, Time, Officers' Names and Serial Nos. and Short Summary with Arrestee Info.)

DATE/TIME/DAY

OFFICERS' NAMES

SERIAL #

NARRATIVE

NARRATIVE (Reason for Continuance or Close Out)